

**REDCLIFFE PRIMARY SCHOOL**  
**LEARNER, TEACHER, SOURCE MATERIAL (LTSM)**  
**CONTROL AND RETRIEVAL POLICY**

**DEFINITION OF LTSM** : The Department of Education regards 'teaching and learning resources as essential to the effective running of an education system and also asserts that these materials are an integral part of curriculum development and well resourced classrooms that ideally should include learning support material such as textbooks for each learning area and other print based materials like readers, atlases, dictionaries.....teaching equipment such as charts, maps, globes, skeletons as well as equipment and consumable material for different subjects.

**COMPOSITION OF THE LTSM COMMITTEE**

- Members of SMT
- Senior Teachers
- Phase Co-ordinators
- Educator Representative in the SGB
- Teacher-Librarian

**RECORDING AND STORAGE OF TEACHING AND LEARNING RESOURCES**

- All new source material will be verified against the invoice and the order form.
- Each item received must bear the school stamp in at least 3 places i.e. Inside front cover, centre and back cover. The stamp in the centre should not obscure or cover any written material.
- Each item will be numbered on the inside front cover and on the bottom when the book is closed. eg. If 30 Mathematics books were received in 2018, then the first book will bear the number 01/18 and the last book will bear the number 30/18.
- All source material will be stored safely in a stock room that is under lock and key at all times. The material stored must be arranged according to learning areas and grades to facilitate easy retrieval.
- A new stock control sheet ( attached as Annexure A ) will be completed in duplicate for each set of new items.
- Should the item received be in addition to existing stock then the existing stock sheet will be completed and updated.
- A proper stock book will be maintained, duly completed and updated.

### **ISSUING OF TEXTBOOKS TO EDUCATORS**

- The stock mistress will compile each educators requisition and complete the Educator loan book form ( attached as Annexure C )
- The stock mistress will update the stock sheet in the stock room.

### **DISTRIBUTION AND RECORDING**

- Each educator will verify the title, grade and number of books compiled against the educator loan book form.
- Educators must sign the loan book form on receipts of the books.
- Educators are to ensure that all books are covered in plastic cover to ensure longevity.
- In the event where there are not enough textbooks for each learner, the educator will keep textbooks in a locked cupboard and distribute textbooks at the start of the lesson and retrieve at the end of each lesson. The subject teacher and the learners are accountable for all textbooks.
- If learners are in receipt of their own set of textbooks, the subject teacher distributing the textbooks will indicate the number of the book against the learners name that is receiving the book and the learner will sign next to his/her name acknowledging receipt of the book..
- Each subject teacher will then submit a copy of the class list ( record of books distributed to learners ) to the form teacher.
- The form teacher will then compile a composite record of all books received by each learner in their form class ( attached as Annexure D ) , which must be signed by the learner and the parent as acknowledgement.

### **STOCK CONTROL**

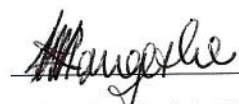
- To ensure a constant stock of textbooks from year to year, regular stock taking will be done.
- Stock taking will be done once in each of the first 3 terms on the stock taking form (Annexure C ) . Educators will be informed of the date and time of the stock take.

### **LOST/ DAMAGED BOOKS**

- The educator will send a letter to the parent of the learner who has lost or damaged a book ( attached as Annexure E ) . The parent is thus informed of the loss/ damage and must sign the acknowledgement . The parent must then replace the book or pay the current monetary value of the book. If books are not replaced, learners will not receive books the following year.

## RETRIEVAL OF TEXTBOOKS

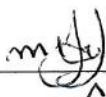
- Subject Educators will collect all textbooks from learners in term 4, just before the final examinations.
- On a specific date and time the stock mistress will collect the textbooks from each educator and verify against educators loan book form.
- All books collected will be returned to the relevant shelf in the stock room and the stock sheets will be updated.



Principal : Mr N.P. Zwane



SGB Chairperson: Mr M.J. Buthelezi



Stock Mistress : Mrs A. Haffejee



REDCLIFFE PRIMARY SCHOOL

TITLE:

[illegible]

**REDCLIFFE PRIMARY SCHOOL**

NAME OF EDUCATOR: \_\_\_\_\_

[illegible]

SIGNATURE: \_\_\_\_\_

EDUCATOR

HOD

**ANNEXURE C**

## NAME OF EDUCATORS:

YEAR:

**Please take note of the following:**

- 1) All textbooks must be covered in plastic cover only.
- 2) No writing or underlining in textbooks.
- 3) If textbook is defaced, damaged (tom or pages missing etc.), it must be replaced by the guilty party (learner).
- 4) Educators who loan textbooks to learners must have a record in their mark books.
- 5) Educators who use one set of books in their different classes must maintain strict control of these books. Any lost book must be replaced.
- 6) All form educators must have a composite record of all books issued to learners in their form class.

PRINCIPAL: (N.P Zwane)